

POLICE OFFICER

DEFINITION:

Under general supervision, is a sworn peace officer who provides all aspects of general law enforcement services to the community.

CLASS CHARACTERISTICS:

This is a sworn law enforcement classification under section 830.1 of the California Penal Code that meets and maintains all standards required by P.O.S.T. Principal Duties include response to emergencies, general and directed patrol, investigation of crimes and other non-criminal incidents, traffic enforcement and control, assisting in crime prevention activities, and other law enforcement services and duties as required. A significant degree of initiative, independent judgement, and discretion is required of incumbents to develop, maintain, and successfully perform in a community oriented, problem solving approach to policing.

Police officers who have completed their probationary period and develop superior skills in a variety of law enforcement functional areas may also be assigned to special duties in addition to their principle duties. Special Assignments include specific functions which require increased training, responsibility, and accountability to maintain skills to produce specific services to the department and the community. There is also an increased expectation that officers may be subject to call out to perform these duties.

IMPORTANT AND ESSENTIAL DUTIES:

1. Patrol a designated area in a radio vehicle to ensure the security of life and property.
2. Answer emergency calls regarding law enforcement matters, enforce City County or State laws and ordinances or request assistance as required.
3. Secure information from parties at an incident scene and follow through on investigations.
4. Make arrests and collect and preserve evidence at a crime scene.
5. Maintain accurate records and write accurate incident or crime reports.
6. Work with other investigative and legal personnel and present evidence in court.

7. Answers citizen inquiries and attempt to resolve problems or refer citizens to other agencies or individuals who can provide desired assistance.
8. Direct traffic at emergency or congested situations.

IMPORTANT AND ESSENTIAL DUTIES: (continued):

9. Serve warrants and subpoenas.
10. Assist with crime prevention, public education, and acts in collaboration with other community organizations.
11. Utilize computer equipment to access information and complete reports.
12. Contact and cooperate with other law enforcement agencies in matters relating to investigation of crime and the apprehension of criminals.
13. Provide and answer inquiries from the general public.

EXAMPLES OF SPECIAL ASSIGNMENT DUTIES:

14. Designated to provide field training to recruit officers, structured training to department personnel.
15. Designated to conduct complex investigations involving major crimes or traffic incidents which are beyond the scope of the principle duties of a police officer.
16. Designated to provide special enforcement and customer services to intervene in special community problems such as crime in the schools, youth gangs, narcotics trafficking and the like.
17. Designated to develop and maintain automated operational, management information, and crime analysis systems.

OTHER JOB RELATED DUTIES:

18. May be assigned to other special assignments available to Police Officers.
19. Performs other related duties as assigned.

PHYSICAL DEMANDS:

1. Standing: Police officers stand while taking police reports, communicating with citizens and also while directing traffic. They also stand at the scene of traffic accidents, crimes and often stand while awaiting information at a hospital after a traffic accident has occurred. Police officers stand while booking prisoners in a jail or detention facility or while confronting suspects/citizens during the normal course of duty.
2. Walking: Officers walk while going to a home, business or site of an incident where they

PHYSICAL DEMANDS: (continued):

take reports. Officers also walk while returning to their patrol cars. Officers walk while in the police facility on police business such as filing a report, attending briefings or during training programs.

3. Sitting: Officers spend a great deal of time sitting while driving a patrol car or other police vehicle. The majority of the officer's time is spent in this manner. Occasionally, people will invite officers to sit down while they are taking a report. Officers may also sit while waiting at a hospital during the treatment of arrested persons or while conducting training or performing office tasks and report writing at the police facility.
4. Stooping/Bending: Stooping and bending are necessary if officers are at the site of a crime in progress. Stooping or bending may also be needed to take a position of cover or concealment. Officers may find it necessary to pick up an uncooperative prisoner or may find it necessary to assume awkward positions in order to place a person in a patrol car.
5. Lifting: Officers may have to pick up prisoners if the prisoner is not cooperative as in the case of a prisoner under the influence of drugs or alcohol. On occasion it might be necessary to assist another officer in carrying a prisoner. They may carry a person weighing more than 200 pounds. Officers may have to lift items of evidence or recovered stolen property such as televisions sets, computers, stereos, bicycles etc.
6. Carrying: This would be the same as lifting. Officers also carry a briefcase. They also carry weapons on their duty belts, these belts may weight from 15 to 30 pounds when equipped with portable radio, handcuffs, batons, flashlights, and extra ammunition.
7. Pushing/Pulling: Officers may find it necessary to push stalled cars out of the roadway to avoid traffic hazards. Pushing and pulling might also be involved while dealing with uncooperative or combative prisoners.
8. Balancing: Officers need to be able to balance while walking on a roof or fence or while going over ledges when trying to get someplace where a criminal suspect may be. Officers may also find it necessary to climb ladders. Officers have to demonstrate balance as part of a field sobriety examination associated with suspected drunk driver arrests.

9. Climbing: Officers may find it necessary to climb fences and ladders while pursuing a prospective criminal. They may have to climb to get into a yard in order to cover the back of a house when there is a reported crime in progress. They will also climb stairs to access all parts of the police facility.
10. Twisting/Turning: Twisting and turning activities might occur while wrestling a prisoner in an attempt to restrain him/her. Twisting and turning might also occur while searching buildings and vehicles or while searching collapsed buildings or other structures for victims of an earthquake or other disaster.
11. Kneeling: This would be the same as crouching and crawling. This activity may also be

PHYSICAL DEMANDS:(continued):

necessary in the identification and collection of evidence at a crime scene.

12. Reaching: Reaching may be involved in restraining an uncooperative prisoner who is climbing.
13. Manual Dexterity: It is necessary for an officer to handle a firearm, a radio, restrain prisoners, utilize handcuffs, investigate crimes and handle evidence.
14. Speed: Officers work at their own pace. However, when assigned an urgent or emergency call for service, they would need to respond as quickly as possible in order to complete the call and be ready for another call for service. The Police Department has established certain calls for service as Priority I calls for service. These types of calls are most often life threatening and require a five minute or less response.
15. Talking/Hearing: It is necessary for officers to have the ability to talk and hear since they must be in constant communications, on their two way radios, with the police dispatch center. Officers need to know the police radio code system and need the ability to listen and write at the same time. Officers also talk, hear and effectively communicate with citizens over the telephone.
16. Seeing: Good vision is a requirement of the job. Officers need to be alert at all times for weapons which a suspect may be carrying. Peripheral vision is required in this type of work. Good vision is each eye correctable to 20/30. In addition, officers must possess a full spectrum of color vision in order to differentiate vehicle colors, clothing descriptions, etc.
17. Running: Officers would run to catch a person suspected of committing a crime. Officers might also run to come to the aid of a victim or fellow officer.
18. Kicking: Officers may have to kick a door open to gain entry into a structure in order to effect an arrest or render life saving first aid.

ENVIRONMENTAL CONDITIONS:

1. Officers assigned to the Patrol Division work inside 10 percent, outside 90 percent (including time spent in a patrol vehicle.) Officers designated to special assignment duties may work inside as much as 50 percent, outside 50 percent depending on assignment.
2. Temperature/Weather: Officers can be exposed to all types of weather conditions. It is not uncommon to be exposed to very cold, damp or wet conditions outside at night or very hot and dry conditions during the day.
3. Noise/Vibration: Officers are exposed to the noise of the police radio at all times. Officers patrol with the police car windows down in order to hear outside sounds, such as cries for assistance. Officers using a siren in a police car are exposed to higher than normal decibel

ENVIRONMENTAL CONDITIONS: (continued):

noise. Officers are exposed to sounds of gun fire during training exercises, or when involved in a shooting situation while working an assignment..

4. Hazards:
 - a. Mechanical: There is a possibility of being hit by an automobile while stopping traffic. There is also a possibility of weapons malfunctioning.
 - b. Electrical: Officers respond when there is an electrical line down and may be exposed to the possibility of electrical shock.
 - c. Burns: Officers may be exposed to small burns resulting from lighting flares at traffic accidents. The police also respond to fire calls and, on occasion, may prior to the Fire Department arriving, check buildings which are on fire to determine if anyone is inside.
 - d. Explosives: Officers may be exposed to explosives when responding to bomb threats. If the police are the first ones on the scene of a bomb threat, they could be required to conduct a search of the structure or area and begin a criminal investigation.
 - e. Radiant Energy: Officers may be exposed to X-Rays while accompanying a prisoner in need of treatment to the hospital. They may also be exposed by using R.A.D.A.R. guns in speed enforcement.
 - f. Other: Officers stand the risk of being shot at by criminals, or people under the

influence of drugs/alcohol. Officers may come into contact with a variety of unknown drugs which may enter the system by inhalation or through skin pores. Officers may also be exposed to contagious diseases through contact with infected persons. Diseases may be transmitted to officers by exchange of body fluids (blood, urine, feces, vomit, etc), such as at traffic accident scenes, by a contaminated suspect biting the officer, or by a officer giving mouth to mouth resuscitation. Officers may also be physically injured during confrontations with suspects or prisoners.

ATMOSPHERIC CONDITIONS

1. Fumes: Officers may be exposed to fumes in industrial areas and from automotive exhaust. Officers may also be exposed to fumes while testing suspected drugs or while processing a crime scene.
2. Mist: Officers may be exposed to early morning mist while working a patrol assignment.
3. Gases: Officers are often exposed to the odor of gasoline, often while at accident scenes, or while refueling a police car which must be done on each shift. Officers may choose to carry

ATMOSPHERIC CONDITIONS: (continued):

tear gas. All officers must go through training which often includes inhalation of tear gas.

4. Ventilation: As indicated, officers work in a patrol car with the window open most of the time.
5. Odors: Officers are exposed to many odors while patrolling industrial areas.
6. Dust: Officers are exposed to normal and environmental dust throughout their careers.

FLOOR SURFACES:

1. Officers stand on a variety of surfaces while performing their jobs. These include cement, asphalt, dirt, uneven dirt fields, gravel, linoleum, tile, and carpet , among others.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Patrol car
2. Car radio
3. Car and station computers/printers
4. Hand-pack radios
5. Hand guns, shot guns, and in some cases, rifles

6. Handcuffs
7. Bullet-proof vests
8. Uniforms
9. Keys to a variety of City locks
10. Report forms, pencils and pens
11. Copy machines
12. Fax machines
13. Batons, short batons, saps
14. Citation books
15. Tape recorders/video cameras
16. Chemical agent weapons
17. Ammunition
18. R.A.D.A.R. guns
19. Gasoline pumps
20. Chemical reagents

ADDITIONAL COMMENTS:

The work of officers may be dangerous. Officers go from being seated in a docile position in their police cars to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time.

QUALIFICATIONS:

Knowledge of:

1. Basic law enforcement terminology and concepts.
2. Techniques for dealing with varied groups of people, particularly in circumstances where relations may be strained.
3. Standard record keeping and report writing procedures and techniques.

Skill in:

1. Observing and accurately recalling places, names, faces and incidents.
2. Understanding and following oral and written directions.
3. Interpreting and applying complex laws, procedures and policies.
4. Using computer/word processing equipment.
5. Making rapid, sound independent judgment within legal and procedural guidelines.

6. Using two-way radio communication equipment effectively.
7. Maintaining accurate records and preparing clear, concise and competent reports.
8. Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to:

1. Quickly learn the policies, procedures and performance standards pertaining to the work.
2. Think and act quickly in emergencies and to evaluate situations and people accurately.
3. Quickly learn and retain complex laws, codes and case law pertaining to law enforcement duties.
4. Use discretion effectively to determine a proper course of action consistent with a community-oriented, problem solving approach to policing.
5. Perform in a manner which reflects the City and Police Department mission, values and goals.

Other Requirements:

1. Must be 20 ½ years of age at time of appointment as a police officer.
2. Must possess a valid California Drivers License or have the ability to quickly attain one prior to appointment and have a satisfactory driving record.
3. Must be able to meet physical, psychological and background standards set by POST at time of hire.
4. Must be willing to work various hours, rotating shifts, weekends and holidays. Officers designated to special assignments may be required to work flexible schedules.
5. Must possess a valid first aide/CPR certification.
6. Graduation from high school or the equivalent AND completion of 60 semester units of college with major course work in police science, police administration, public administration or another field related to the work.
7. One year of Officer or Reserve Officer experience may be substituted for 30 semester

units of the required education.

8. Completion of the Police Officer Standards and Training Basic Academy.
9. Bilingual English/Spanish highly desirable.